

**NOTICE TO THE BAR REGARDING CM/ECF REGISTERED USERS
AND
UNDELIVERABLE E-MAIL**

A CM/ECF registered user must provide and maintain with the Clerk of Court a valid e-mail address to receive electronic notice and service. Inaccurate e-mail addresses and undelivered CM/ECF e-mails returned to the court have become a serious and time consuming issue for the Clerk's Office. When Notices of Electronic Filing are returned to the Clerk's Office as undeliverable, issues of lack of notice or lack of service may arise.

Effective today, August 25, 2008, the Clerk's Office will begin taking action to disable CM/ECF user accounts when e-mail is returned to the court as undeliverable or failed. The following procedure will be followed by the Clerk's Office if it receives undelivered e-mails.

- The account holder will be contacted by phone and asked to submit corrected e-mail information to the court.
- If there is no response to the phone call a *NOTICE OF UNDELIVERABLE E-MAIL AND REQUEST FOR IMMEDIATE ACTION* along with a list of pending cases will be mailed to the account holder by U.S. Mail. The account holder will be asked to respond promptly to the request for a valid e-mail address.
- If there is no response to the *NOTICE OF UNDELIVERABLE E-MAIL AND REQUEST FOR IMMEDIATE ACTION* the Clerk's Office will **suspend and disable** the registered user's CM/ECF account. A *NOTICE OF REMOVAL OF REGISTERED USER FROM ELECTRONIC NOTICE AND SERVICE* will be docketed in each pending case.

An account holder who is removed as a registered ECF user becomes subject to show cause actions for failing to follow the court's order regarding mandatory electronic filing. A registered CM/ECF user who has his or her account suspended and disabled will not be able to file electronically.